

DOCKET FILE COPY ORIGINAL

Woodbridge Board of Education  
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July 29, 2003

Federal Communications Commission  
Office of the Secretary  
445 - 12<sup>th</sup> Street  
Washington, DC 20554

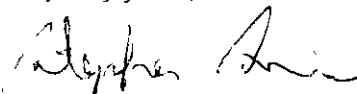
Re Form Identifier 290067, Form 471 Application Number 382860  
CC Docket Nos 96-45 and 97-21

To whom it may concern

This letter is to advise you of a request for a waiver of the filing deadline for our Form 471. This appeal was filed late due to changes in personnel, namely the Business Manager started March 21, 2003 and a new superintendent started July 1, 2003.

I have attached the letter of March 20, 2003, from the Universal Service Administrative Fund, advising us that we missed the deadline.

Very truly yours,



Stephen Sirico  
Interim Business Manager



Universal Service Administrative Company  
Schools & Libraries Division

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44/103  
7 all to provide for  
Credit

FUNDING YEAR 2003 FORM 471  
POSTMARKED OUTSIDE OF WINDOW

March 20, 2003

MARYANN DEANGELIS  
WOODBIDGE SCHOOL DISTRICT  
4 Meetinghouse Lane  
Woodbridge, CT 06525

Re: Applicant's Form Identifier: 290067  
Form 471 Application Number: 382860

Dear MARYANN DEANGELIS:

We are sending this letter to thank you for your recent Form 471 application. Your Form 471 application was postmarked on 02/10/2003, which is AFTER the 2003-2004 filing window closed at 11:59 p.m. EST on February 6, 2003. *not*

Program rules require us to hold your application pending final review of those applications that were filed within the filing window. If at that time, we determine that funding applications that were submitted within the application filing window will not fully utilize all the funds available for this Funding Year, we will consider applications filed outside the window in the order they were received. If we determine in-window applications will fully utilize the funds available, your application WILL BE DENIED.

For more information about the processing of 2003-2004 applications, about funding for applications filed after the close of the filing window or about plans for the 2004-2005 application process, please visit our web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) or call the Client Service Bureau at 1-888-203-8100.

TO APPEAL THIS DECISION:

If you wish to appeal the decision indicated in this letter, your appeal must be RECEIVED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD) WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which Out of Window Letter you are appealing. Indicate the relevant funding year and the date of the letter. Your letter of appeal must also include the applicant name, the Form 471 Application Number, and the Billed Entity Number from the top of your letter.
3. When explaining your appeal, include the precise language or text from the letter that is at the heart of your appeal. By pointing us to the exact words that give rise to your appeal, the SLD will be able to more readily understand and respond

appropriately to your appeal. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.

4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125 - Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by calling the Client Service Bureau. We encourage the use of either the e-mail or fax filing options to expedite filing your appeal.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be RECEIVED BY THE FCC WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by calling the Client Service Bureau. We strongly recommend that you use either the email or fax filing options because of continued substantial delays in mail delivery to the FCC. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

Schools and Libraries Division  
Universal Service Administrative Company